

SUPPLEMENTAL JOB DESCRIPTION

Classification: TEACHER I, II, III

Function Code: 9288-041
9289-041
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Position Title: Tobey School TEACHER I, II, III
8/15/88

Date Established:

Position Number: 19454

Date of Last Amendment: 3/7/97

SCOPE OF WORK: Special teaching, motivating, and related work for emotionally handicapped students in a day and residential school program designed to maximize their full potential to return to community schools and according to an elementary or secondary education curriculum designed to meet the needs of a particular student.

ACCOUNTABILITIES

Teaches regularly organized classes in elementary and secondary school subjects and plans work programs and courses of study under the direction of the school supervisor.

Plans and outlines class work, adapting the classroom activities, teaching methods, and academic materials presented to meet the special needs of emotionally disturbed students, and according to their Individual Education Plans.

Supervises or assists in social, recreational, and other extra-curricular programs for the benefit of the students.

Participates in meetings as part of the treatment team which establishes, assesses, and reviews obtainable academic and behavioral goals for students.

Submits progress reports on each student in the formal education program with recommendations as to possible further development.

Prepares material to be used in the classroom, maintains current lesson plans, reviews material submitted by students and makes available material for daily use.

Enforces behavioral program as a means for providing structure and managing classroom and school behavior.

Must perform accountabilities in accordance with established safety policies and procedures.

Communicates with supervisors regarding issues related to workplace safety.

MINIMUM QUALIFICATIONS: SEE CLASS SPECIFICATION FOR TEACHER I, II, III.

LICENSE/CERTIFICATION: Must be certified by the New Hampshire Department of Education in Comprehensive Technology Education, Physical Education and Health
NH Department of Health and Human Services
Human Resources
Teacher I, II, III #19454

Education. In addition must be eligible for certification in General Special Education, with an endorsement for Emotionally Disturbed.

Supplemental Job Description
Teacher I, II, III Position # 19454
Page 2

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of the above job description for content with my supervisor.

Employee's Name and Signature:

Date Reviewed

Supervisor's Name and Title: Penelope O'Connor, Principal #16639

I have discussed the work responsibilities outlined by this job description with the above employee(s).

**Supervisor's Signature
Reviewed**

Date

**Division of Personnel
Approved**

Date

